District Personnel Manual Issuance System

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Chapter(s)   14
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DPM Bulletin No. 14-17

SUBJECT: Completion and Submission of Performance   **DATE:** October 5, 2004
Management Program (PMP) FY 2004 Performance
Evaluations and FY 2005 Performance Plans

1.   PURPOSE

The purpose of this bulletin is to notify managers and supervisors of the deadlines for the completion and submission of the FY 2004 Performance Evaluations, and for the creation and approval of the FY 2005 Performance Plans, for employees covered under the Performance Management Program (PMP).

2.   APPLICABILITY

The Performance Management Program (PMP) applies to the following employees:

a.   Non-unionized supervisory and managerial employees in the Career Service, including uniformed members of the Metropolitan Police Department at the ranks of Lieutenant, Captain, Inspector, Commander, and Assistant Chief;

b.   Excepted Service employees appointed as personal staff of the Mayor and into policy positions;

c.   Management Supervisory Service employees;

d.   Legal service supervisory attorneys employed in the Office of the Attorney General for the District of Columbia, non-supervisory attorneys who report directly to either the Attorney General or the Principal Deputy Attorney General, subordinate agency General Counsel, and other subordinate agency supervisory attorneys in the Legal Service; and

e.   Career Service employees in the D.C. Office of Personnel (DCOP).

Note: DPM Bulletins that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]

Inquiries: Performance Management Unit, DCOP (202) 727-1665
Distribution: Heads of Departments and Agencies, HR Advisors, and DPM Subscribers
Bulletin Expires: December 31, 2004

3. **GENERAL PROVISIONS**

a. The FY 2004 performance rating period is from October 1, 2003 through September 30, 2004. *All FY 2004 Performance Evaluations must be completed by Friday, November 12, 2004*. A Performance Evaluation is registered as completed when the employee's supervisor *and* reviewer (2nd level supervisor) approve it in the Online PMP system.

b. The FY 2005 rating period began October 1, 2004 and will end September 30, 2005. *All FY 2005 Performance Plans must be completed by Friday, December 10, 2004*. A Performance Plan is registered as completed when the employee's supervisor approves it in the Online PMP system.

c. The Online PMP is a password-protected, secure system. Login names and passwords from last year will work again this year. The Performance Management Program is implemented with the Online PMP system. Users access Online PMP through the HR Applications Gateway at:

> http://dcopedm.dcop.dc.gov/gateway/

d. After entering the Applications Gateway, end users should select the "**Online PMP**" option, which is located under "**Select Application**" in the upper left corner of the screen.

e. New users should contact their agency Human Resource Advisor and complete a Gateway Security Access form to obtain access to the HR Applications Gateway, which houses the Online PMP system. *All Gateway Security Access forms must be submitted to the DC Office of Personnel's Gateway Security Administrator no later than Friday, November 19, 2004 in order to meet the December 10, 2004 deadline for FY 2005 Performance Plans*.

f. The Performance Management Unit within the DCOP <u>does not</u> have access to password-protected agency information.

g. Current users who experience difficulty logging into the HR Applications Gateway may contact their agency's Human Resource Advisor. All Human Resource Advisors have the ability to verify usernames and email addresses on record in the Online PMP system.

h. If an end user's email address on record is accurate, he or she may go to the "<u>Forgot Password?</u>" link on the HR Applications Gateway Login screen and type in their username. The Applications Gateway will automatically reset the end user's password and email it to his or her email address on record. If the end user's email address on record is no longer accurate, the end user must contact the Gateway Security Administrator at <u>HRGateway_Admin@dc.gov</u> to have his or her email address updated in the Applications Gateway and to reset the password.

4.   PROVISIONS FOR COMPLETING FY 2004 PERFORMANCE EVALUATIONS

a. To be eligible to receive a FY 2004 Performance Evaluation, a covered employee must have had an official FY 2004 Performance Plan in place for at least 90 days prior to the end of the rating period, by June 30, 2004.

b. To complete a FY 2004 Performance Evaluation for a covered employee, the supervisor must complete the following steps in the Online PMP system *no later than Friday, November 12, 2004*:

(1) Select the "reviewer." The employee's supervisor and a reviewer (2nd level supervisor) must approve each Performance Evaluation. To select the appropriate reviewer, click on *"**Select/Release Reviewer***" under the "*Subordinates*" menu. Click on "**Select Your Reviewer**" to add the name of the reviewer, or to release the current reviewer and replace with a new reviewer.

(2) Click on *"**Performance Evaluation Form"** under the "*Subordinates*" menu located on the left side of the screen. Select the subordinate employee for whom the evaluation will be conducted and click "**OK.**"

(3) Options presented depend on the documents that already exist in the Online PMP system for the subordinate employee.

(a) To create a Performance Evaluation based on the employee's Self-Evaluation, select "**Access employee's Self-Evaluation**" and the corresponding rating period and click on "**Go To Performance Evaluation**." Scroll to the bottom of the employee's Self-Evaluation and select "**Create New Annual Performance Evaluation from Employee's Self-Evaluation.**"

(b) To create a Performance Evaluation based on a Mid-Year Evaluation, select "**Create New Annual Performance Evaluation from Mid-Year Performance Evaluation**" and the corresponding rating period and click on "**Go To Performance Evaluation**." Revise as necessary.

(c) To create a Performance Evaluation based on a current Performance Plan, select "**Create New Annual Performance Plan from Current Performance Plan**" and the corresponding rating period. Click "**Go To Performance Evaluation**."

(4) Complete the Performance Evaluation:

(a) Rate Competencies: Rate the 15 competencies for supervisors and managers; rate the 10 competencies for non-supervisory employees. Every competency must include a numeric rating and narrative comments;

(b) Rate SMART Goals: Include a numeric rating and narrative comments for each goal; and

(c) The Online PMP system will automatically generate the Overall Performance Rating.

(5) Send the Performance Evaluation to the reviewer. Upon completion of the Performance Evaluation, the supervisor clicks **"Approve"** on the toolbar at the bottom of the Performance Evaluation. Click "**OK**" to automatically generate an email to notify the reviewer that the Performance Evaluation is ready for his or her review.

(6) The reviewer reviews the Performance Evaluation. A Performance Evaluation will not registered as complete in the Online PMP system until the supervisor *and* the reviewer have approved it. After the supervisor approves an employee's Performance Evaluation, the reviewer must:

(a) Login to Online PMP;

(b) Select "**2nd Level Review/Approval**" under "*Subordinates*" menu;

(c) Select the subordinate's Performance Evaluation to be reviewed;

(d) *If the reviewer does not approve of the Performance Evaluation contents*, he or she must give changes to the supervisor either orally or in writing; the reviewer cannot revise the Performance Evaluation within the Online PMP system; and

(e) *If the Performance Evaluation is approved by the reviewer*, an automatic email can be sent to the supervisor alerting him or her that the reviewer has approved the Performance Evaluation.

(7) Discuss with the employee. Upon approval by the reviewer, the supervisor prints the final Performance Evaluation, signs it and obtains the signature of the reviewer. The supervisor then discusses the Performance Evaluation with the employee and obtains his or her signature.

(8) The supervisor submits the original, signed Performance Evaluation to the agency Human Resource Advisor. Supervisors and employees should also keep a hard copy of the signed original for their personal files.

(9) Submit the original, signed Performance Evaluation to the DCOP. *Each agency HR Advisor must forward all original FY 2004 Performance Evaluations to the DCOP's Performance Management Unit by close of business (5:30 p.m.) on Friday, December 3, 2004,* so that they can be reviewed and filed in the employee's Official Personnel Folder.

5.   PROVISIONS FOR COMPLETING PERFORMANCE PLANS FOR FY 2005

a.   A Performance Plan includes:

(1) Competencies: A review of competencies and how each applies to the employee's position;

(2) Individual Performance Plan: 3 – 5 SMART goals with weightings and due dates; and

(3) Individual Development Plan: 3 – 5 Development Objectives.

b.   To complete a FY 2004 Performance Plan for a covered employee, supervisors should complete the following steps in the Online PMP system no later than **Friday, December 10, 2004**:

(1) Click on **"Performance Plan"** under the "*Subordinates*" menu on the left;

(2) Select the subordinate employee for whom the Performance Plan will be created, and click "**OK;**"

(3) If the subordinate employee has created a Draft Performance Plan, there will be an option to "**Access Employee Draft Performance Plan;"**

(a) Select this option, and enter the corresponding rating period;

(b) Scroll to the bottom of the Draft Performance Plan and select **"Create Official Performance Plan from Employee's Draft;"**

(c) Review and edit the Performance Plan, as necessary;

(d) Save the Performance Plan. Discuss the Performance Plan with the subordinate employee;

(e) Make any necessary revisions. Click "**Approve"** to register the Performance Plan as complete; and

(f) Print the Performance Plan. Both the subordinate employee and the supervisor sign the hard copy of the Performance Plan.

(4) If the subordinate employee DID NOT create a Draft Performance Plan, select "**Create New Performance Plan,"** select the corresponding dates for the rating period, and complete the following steps.

(a) Enter 3 to 5 SMART goals with weightings and ratings;

(b) Enter 3 to 5 Development Objectives;

(c) Save the Performance Plan. Discuss the Performance Plan, including competencies, with the subordinate employee;

(d) Make any necessary revisions to the Performance Plan. Click "**Approve**" to register the Performance Plan as complete; and

(e) Print the Performance Plan. Both the subordinate employee and the supervisor sign the hard copy of the Performance Plan.

6.   QUESTIONS

Questions about the processes in contained in this bulletin should be addressed to the DCOP, Performance Management Unit, at 727-1665.

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Lisa R. Marin
Acting Director of Personnel